

PMI-OC Chapter

Open Volunteer opportunities – January 2, 2026

For more Details, please contact Stephane Savary - director.volunteers@pmi-oc.org

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| <p><u>Operations</u></p> <p><u>Mentorship</u></p> <ul style="list-style-type: none"> ● Director of Mentorship Program Job – Manage a 4 or 6 month Mentorship Program, which includes 3 milestone events: Cohort Kick-off, Midpoint Mixer, and Graduation Click here - For more detail Time Commitment – 10-15 hours per month ● Mentorship Coordinator Job – Ensure that the new mentor-mentee candidates are paired together Click here - For more detail Time Commitment – 4-10 hours per month <p><u>Education</u></p> <ul style="list-style-type: none"> ● PM – Education Program (3) Job – As a PM, support the Education Program Click here - For more detail Time Commitment – 10-15 hours per month | <p><u>Industry Affinity Group</u></p> <ul style="list-style-type: none"> ● Event Project Manager Job – Organize impactful events which serve and grow the PMI-OC membership Click here - For more detail <p><u>Dinner/Breakfast Program</u></p> <ul style="list-style-type: none"> ● Dinner Program Coordinator Job – Help plan dinner and other events and coordinate tasks ● Dinner Program Manager Job – Manage the successful planning and execution of Dinner/Breakfast meetings ● Dinner Program Architect Job – TBD <p><u>Book Club</u> - None</p> |
| <p><u>Administration & Technology</u></p> <p><u>Information Technology (IT)</u> - None</p> <p><u>Online Programs</u></p> <ul style="list-style-type: none"> ● Pivotal Webinar Lead Job – As a lead, support and help with Webinars setup for PMI-OC Time Commitment – 10-12 hours per month ● Webinars Support Specialist Job – Support different Project Management related Webinars to provide top-notch info for the community Time Commitment – 5-10 hours per month ● Webinars Support Leader Job - Support different Project Management related Webinars to provide top-notch info for the community Time Commitment – 5-10 hours per month | <p><u>Publications</u></p> <ul style="list-style-type: none"> ● SEO/WP Coordinator Job – Help with publications Time Commitment – 5-10 hours per month ● Content Contributor Chair Job – Help with content review, finalize and publish for the PMI Newsletters Time Commitment – 5-10 hours per month ● Content Contributor Job – Help with content review <p><u>Knowledge Management & Business Processes</u> - <u>None</u></p> |
| <p><u>Finance</u></p> <p><u>Financial Accounting</u></p> <ul style="list-style-type: none"> ● Financial Accounting Project Manager Budgeting and Forecasting Job – Take on special projects for the Financial Accounting department Click here - For more detail Time Commitment - 15-20 hours per month ● Accounts Payable Job – Issue checks and electronic payments Time Commitment - 5-10 hours per month | <p><u>Finance Events</u></p> <ul style="list-style-type: none"> ● Ad Hoc Events Coordinator Job – Help with coordinating the finance aspects of the PMI-OC events. Time Commitment – 10-15 hours per month <p><u>Advanced Topic Seminars (ATS)</u> - None</p> |

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| <ul style="list-style-type: none"> ● Accounts Payable Special Projects PM Job – Issue checks and electronic payments Special Projects Time Commitment - 5-10 hours per month ● Finance Department Bank of America Lead Job – Reconcile the PMI-OC checking accounts to the source deposits and withdrawals Click here - For more detail Time Commitment - 3-5 hours per month | <p><u>Contracts</u></p> <ul style="list-style-type: none"> ● Contract Manager (2) Job – Assist PMI-OC with contract-related activities including reviewing, drafting, negotiating, and managing contracts Click here - For more detail Time Commitment - 10-20 hours per month |
| <u>Communications</u> | |
| <p><u>Digital Media</u></p> <ul style="list-style-type: none"> ● Multimedia Lead Time Commitment - 5-10 hours per month | <p><u>Marketing</u> - None</p> <p><u>Career Development</u> - None</p> |
| <u>Strategy</u> | |
| <ul style="list-style-type: none"> ● Board of Governor Deputy Job – Support the Strategy team with helping to co-ordinate and facilitate the mid-year, annual review meetings and other BOG/COD meetings Click here - For more detail Time Commitment – 5-10 hours per month <p><u>Strategic Planning</u></p> <ul style="list-style-type: none"> ● Strategy PM (2) Job – Responsible to lead definition of & monitor long term and annual plans for PMI OC Click here - For more detail Time Commitment – 5-10 hours per month | <p><u>PMO</u> – None</p> <p><u>Volunteer Team</u></p> <ul style="list-style-type: none"> ● Volunteer Recognition Manager Job – Recognize outstanding volunteers Click here - For more detail Time Commitment – 5-10 hours per month ● Volunteer Relations Manager Job – Manage the volunteer relations, reach out to volunteers to check on a regular basis Click here - For more detail Time Commitment – 5-10 hours per month |
| <u>Programs</u> | |
| <p><u>Sponsorship</u></p> <ul style="list-style-type: none"> ● Sponsorship Specialist (2 Positions) Job – Recruit, manage and coordinate the sponsorship activities of PMI-OC Time Commitment – 5-10 hours per month Click here - For more detail <p><u>Community Outreach</u> - None</p> | <p><u>Professional Development (PDD)</u> - None</p> <p><u>Networking</u></p> <ul style="list-style-type: none"> ● Networking Specialist Job – Responsible for planning, organizing, and coordinating various types of social networking events Time Commitment – 12-20 hours per month |
| <u>Memberships</u> | |
| <p><u>NMO Team</u></p> <ul style="list-style-type: none"> ● NMO Manager Job - Responsible for the end-to-end execution of our bi-monthly New Member Orientation events Time Commitment - 5-10 hours per month Click here - For more detail ● NMO coordinator Job - Assist the end-to-end execution of our bi-monthly New Member Orientation events Time Commitment - 5-10 hours per month Click here - For more detail | <p><u>Academic Outreach</u> - None</p> <p><u>Military (Veterans) Outreach</u> - None</p> <p><u>Membership Team</u></p> <ul style="list-style-type: none"> ● Members Recruitment Manager Job – Help recruit new members to the chapter Time Commitment – 0.5-3 hours per week <p><u>Corporate Outreach</u></p> <ul style="list-style-type: none"> ● Relationship Manager (3) Job – Develop and maintain relationships with Project Management Office Leaders at companies in Orange County Click here - For more detail Time Commitment - 3-5 hours per week |